

## Plans Submittal

Title 153, [Chapter 21](#) specifies when plans must be submitted, what projects are exempt from review, other details of plan submittal and the fee schedule for plan reviews. The steps below will assist you with the plan review process:

- In general, a plan submittal is required to be made to the Nebraska State Fire Marshal for all state-owned properties and all projects that involve commercial construction, except for those projects that are one and two-family dwellings or an apartment building with less than five living units. The jurisdiction of the State Fire Marshal encompasses the entire state except for those areas in which the State Fire Marshal has [Delegated Authorities](#). In these areas, plans should be submitted to the Delegated Authority in lieu of the State Fire Marshal's Office, unless they are state-owned properties or federally certified health care facilities.
- Either the Lincoln office (counties covered by Districts A), Albion (counties covered by District B) or the North Platte office (counties covered by District C) review plans for projects that are under the jurisdiction of the State Fire Marshal's Office. Refer to the District [map](#) to determine which office you should submit plans.
- In addition to the [Plan Submittal Application](#), plans for the building, fire alarm systems, and suppression systems (sprinkler systems, hood suppression systems, etc) shall be submitted separately/individually. A review is conducted for both [Fire Code](#) and Accessibility ([Title 156](#)) unless there is a local jurisdiction that performs accessibility reviews. See [Building Officials Conducting Title 156 Plan Reviews](#) to determine if a local authority performs the accessibility review in lieu of the State Fire Marshal's Office.
- A fee is charged to review plans based on the cost of the project for which plans are being submitted. The [fee calculator](#) will assist you to calculate the fee for the plans being submitted. Fill in the Accessibility Review box based on the criteria outlined in the step above to determine the Total Fee.
- Complete the [Plan Submittal Application](#). If construction on the project for which plans are being submitted has already begun, add a \$50 late charge (for submitting plans late) to the Total Fee (calculated in the step above) as indicated on the application.
- If the plans are for a water-based fire protection system, a [Fire Suppression System – Plan Review Information](#) form must also be completed.
- Submit the completed Plan Submittal Application, the review fee, project plans, and the Fire Suppression System-Plan Review Information (if required) to the appropriate State Fire Marshal's office (see Step 2).
  - The State Fire Marshal's Office retains one set of plans for their records. If you would like to have plans stamped and returned to you (up to 4 additional sets may be submitted), you must provide sufficient return postage affixed to self-addressed return packaging.
  - The State Fire Marshal's Office requires that plans contain the seal of a state registered engineer or architect if required by the Engineers and Architects Regulation Act. Official Interpretation [00-05](#) summarizes the requirements and when plans may be exempt from this requirement.
  - Fire Alarm plans submitted for review shall include all items listed in the [Fire Alarm Shop Drawing Requirements](#).
  - Water-Based Fire Protection Systems submitted for review shall include the hydraulic calculations and shall be identified with the Water-Based Fire Protection System Contractor name and certificate number.
- Once the Plans Division completes a review of the plans submitted, a Code Review response will be sent to the submitting party. The Code Review will state if the plans are Approved As Submitted or will note any Code deficiencies that need to be addressed in the project. The Code Review will be sent via the Post Office or by email if an email address is provided on the Plan Submittal Application (at this time, only mailed paper copies will contain the signature of the plan reviewer). The local deputy state fire marshal also receives a copy of the Code Review. The deputy state fire marshal will conduct on-site inspections and grant final approval of the project.

If you would like to receive the Code Review via email, please include your email address in the space allocated on the application. The Code Review is created using Microsoft Access 2000 and is sent in Snapshot (.snp) format. If you need a Snapshot Viewer, it can be downloaded free from the [Microsoft Download Center](#). If you choose to receive a Code Review via email, a separate Code Review will **not** be sent through regular mail unless specifically requested.